



Georgia Government Transparency and Campaign Finance Commission

200 Piedmont Avenue, SE | Suite 1402, West Tower | Atlanta, Georgia 30334
404-463-1980 | www.ethics.georgia.gov

POSITION: INTERN – Part-time

JOB DESCRIPTION

GENERAL JOB DESCRIPTION:

The part-time Intern is an unpaid position with the Georgia Government Transparency and Campaign Finance Commission (Commission). The Commission serves the public but its primary customers are Public Officials, Candidates for Public Office, Campaign and Non Campaign Committees and Lobbyists. It is the job of the Commission to administer and enforce the provisions of the Georgia Government Transparency and Campaign Finance Act (the Act) (formerly known as the Ethics in Government Act).

The Commission is looking for Interns to assist its staff with the application of the Act to its customers.

JOB RESPONSIBILITIES:

1. Assist in the internal processing of executive orders from the Governor.
2. Varied document review and processing.
3. Transfer of hard copy documents to an electronic medium.
4. Review and inventory reports filed by candidates and incumbent public officials.
5. Tracking of multiple data points on submitted forms and paperwork.
6. Various other duties to support the Commission Staff.

QUALIFICATIONS:

Skill Set Requirements:

- Proficient in Microsoft Office with high competency in Outlook, Word and Excel.
- Type a minimum of 30 words per minute.
- Ability to follow detailed and extensive directions.
- GPA of 2.5 or higher.
- Ability to professionally interact with internal and external personnel and customers at all levels.
- Aptitude to work independently and with others on various projects.
- Office work/experience a plus.

Education Requirements:

- Currently pursuing a post-secondary or graduate degree.

Schedule:

- 15 to 25 hours per week.
- The Commission Director and Intern will agree to a work schedule for a stated period of time based on the Intern's class schedule.

Forward resume and current transcript to careers@ethics.ga.gov

(unofficial transcripts accepted; transcript must be dated in same month as application to position)